

# SUMMIT DRIVE ELEMENTARY

## Student/Parent Handbook



2020-2021

# Summit Drive Elementary

“Leaders Changing the World”

## STUDENT/PARENT HANDBOOK

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**School Office Hours 7:30-4:00**

### MISSION STATEMENT

*Our school is helping all students develop the world class skills and life and career characteristics of the Profile of the SC Graduate by providing a challenging learning environment infused with a project-based curriculum and a climate that fosters integrity, perseverance global perspectives and interpersonal skills.*

*School administration reserves the right to update the policies herein to ensure the health and safety of students and employees and to promote the efficient operation of the school.*

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## **CHALLENGE PROGRAM**

Beginning in grade three, the school district provides a program for gifted and talented students to challenge them with rigorous, complex class work and research. It is a pullout program which third grade students attend 125 minutes per week and students in grades four and five attend for at least 200 minutes per week. Students in this program are required to make up the work they miss in their regular classes. Gifted students demonstrate high potential or ability in academic areas. Identification in academic areas is made using state criteria. Administrators, parents or teachers may make a referral for students to be screened. All students currently in the program will continue to be served. If a student withdraws from the program, he/she must requalify. Results of private testing are not accepted for placing students in the Challenge Program. Any questions regarding Challenge should be referred to the challenge teachers, not the regular classroom teacher.

## **COUNSELING PROGRAM**

Our counselors work closely with the school staff to provide a program of activities designed to enhance the personal, social and emotional development of our students. In addition to the classroom guidance program, the counselors work with individuals and small groups. Students may be referred by themselves, a teacher, a parent, or staff member.

## **DAILY SCHEDULES**

7:00: Main Entrance opens for early drop off. Bus entrance opens.

7:00-7:40 Breakfast is served.

7:30-7:45 All classrooms will be opened and teachers will be at their doors to greet students.

7:45- All students not in class by 8:00 are considered tardy and must report to the attendance clerk (front office) accompanied by a parent. Students will not be admitted to class without a tardy pass.

10:30-1:00 Lunch is served.

2:00 **Early dismissals must be prior to 1:45**

2:15 Afternoon announcements and afternoon dismissal begins.

2:15 Students are dismissed from campus

2:45 All car riders must be picked up by this time. Teachers' contract hours' end and late parents will have to enter the building to sign out students.

**Supervision by the Summit Drive staff is provided from 7:00 a.m. until 2:45 p.m.**

**Students may not enter the classrooms before or after these hours. Students that have not been picked up by 2:45 are moved to the front lobby and must be signed out by a parent/guardian.**

## **FIELD TRIPS**

Field trips are considered an extension of the classroom and instructional program. The Summit Drive teachers spend many hours planning and preparing for an exciting and enriching experience for our students. **Students are expected to fulfill their responsibilities, i.e. homework, behavior, class work, monetary obligations, in order to participate.** The school requires written permission from the parents or legal guardians before a child is permitted to go on a field trip. A signed permission form is required. Transportation will be by bus. Each child is expected to pay a fee to cover expenses. If there is a monetary reason keeping a child from participating in a field trip, please call your child's teacher and/or the principal to discuss alternatives that would make the field trip possible for your child. Field trip fees

cannot be returned if a student has been counted in the original number. The number of students participating determines charges for trips. Exceptions will be considered on an individual basis only in extreme circumstances. Certain field trips require students to bring a bag lunch for the day of the field trip.

**The permission slip, field trip fee, and a bag lunch fee must be turned in to the teacher 24 hours prior to the field trip in order to participate. Any exceptions must be approved by the administration. All medications must be brought to school the morning of the field trip by the parent for all trips leaving before school starts and/or returning after school hours.**

## **FIELD TRIP CHAPERONE**

The selection of field trip chaperones is restricted to parents/guardians of currently enrolled students. Only those selected as field trip chaperones may attend field trips. The number of chaperones is limited and determined by the field trip destination and need for supervision.

## **GRADING GUIDELINES**

The district's guidelines will be followed in every elementary school in Greenville County. The report card indicates whether your child is working on or below grade level in math and reading. Students will receive a grade of Q, M, P or L in penmanship, music, art or physical education to denote student performance. Students must have all A's and B's and S's in ungraded subjects to make the Honor Roll.

### **Grading Scale for Grades K-1**

M=The student consistently meets or exceeds end-of-year expectation for this standard  
P= The student shows expected growth/progress in meeting this end-of-year standard  
B= The student is beginning to progress forward meeting this end-of-year standard  
N= The student needs intensive support at school and home to develop this end-of-year standard

### **Grading Scale for Grades 2-5:**

A=100-90 B= 89-80 C= 79-70 D= 69-60 F= 59-50

**On interim progress reports (each quarter), actual grade will appear. On report card, floor will be calculated.**

## **EXTRA CREDIT**

Extra credit opportunities may be offered, however, in an effort to promote further learning or enrich current instruction.

## **HOMEWORK / CLASSWORK**

Homework assignments are an extension of classroom instruction and should be challenging and meaningful. Teachers at each grade level will explain their homework policies. We encourage parents to provide assistance if needed but to expect their child to be responsible for the assigned work. If you have questions at any time, please contact your child's teacher.

## **Homework**

Guidelines for homework are specified in the Policy Manual of the School District of Greenville County and are as follows:

### **Purpose**

A well balanced learning experience for the student includes work in the classroom, academic study outside the classroom, participation in extra-curricular activities, and opportunities to learn and demonstrate strong leadership and good character. Work outside the classroom, known as homework, should be assigned only when it is beneficial and important to the student's overall program. Homework should be educationally relevant and reasonable; should serve the needs of the learner in meaningful ways; and should promote student engagement in learning through personalization of tasks to fit the students' learning needs, allowing student choice as appropriate. Although there is a place for rote practice and memorization, homework should also involve higher levels of thinking and creativity. The Board expects a reasonable and balanced approach to coursework outside school hours that facilitates a positive high school experience.

### **Academic Achievement: Homework**

When homework is given, assignments shall reflect the following guidelines:

- ☑ Homework shall include one or more of the three generally recognized types of homework:
  - ☑ Practice: reinforces newly acquired skills taught in class
  - ☑ Preparation: helps students prepare for upcoming lessons, activities, or tests
  - ☑ Extension: provides challenging, often long-term opportunities for enrichment that parallel class work
- ☑ Homework shall be carefully planned and explained to the students.
- ☑ Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students.
- ☑ Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary.
- ☑ Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.
- ☑ Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.
- ☑ Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.

## **INSTRUCTIONAL PROGRAM**

The curriculum at Summit Drive is a combination of all the experiences a student has while in school. Subject areas that are taught include:

Reading Mathematics Social Studies Handwriting Health Language Science Music Art Physical Education, Technology, and Character Education

The School District of Greenville County and the State Department of Education have adopted curriculum standards which teachers follow when planning instruction. These Learner Standards can be accessed on the school's web page. Enrichment and acceleration are provided in all classrooms and by special classes for those students who qualify.

## **MEDIA CENTER (LIBRARY)**

The mission of the Summit Drive Media Center is to help students learn by providing books and other media to support curriculum and state standards, to teach students how to use the media center effectively and to create a lasting interest in using the library for information seeking and enjoyment. The goals of the Summit Drive Media Center are:

- To ensure that students are effective users of ideas and information.
- To provide library media materials and services appropriate to the curriculum of the school.
- To provide library media materials and services that meets the information and recreational needs of the learning community.
- To provide library media materials and services that make reading fun for the learning community.
- To provide opportunities for collaboration between the library media specialist and classroom teachers to incorporate information literacy and technology into instruction.
- To promote and provide instruction in information literacy to teachers and students.

## **PARENT-TEACHER CONFERENCES**

There will be a scheduled conference between the child's teacher and parent/legal guardian at the end of the first 45-day reporting period for **all Kindergarten through fifth grade** parents. Teachers will also schedule conferences throughout the year as needed to share information about a child's progress. Please make every effort to attend your conference. The use of recording devices is prohibited without the permission of the person being recorded. **Parents are encouraged to initiate conferences at any time by writing a note or calling the school office for an appointment with the child's teacher.** When teachers observe the need for additional parent-teacher conferences, they will request that parents come in for special conferences. Kindergarten teachers will schedule a second conference with all parents to update student's reading and math progress since kindergartners do not receive report cards

## **PERMANENT RECORDS**

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff, and the student's parents and guardian. Please schedule an appointment with a counselor if you desire to review your child's permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school.

## **PLACEMENT OF STUDENTS**

The principal works closely with the classroom teachers, guidance counselors, and assistant principals to assign students to a heterogeneous homeroom class. Parent letters requesting a teacher are not accepted. The placement of all students at the beginning of the school year is considered **TENTATIVE**. Changes in the enrollment may necessitate assigning students to different classes, but every effort is made to limit the changes that are made.

## **PROMOTION/ RETENTION POLICY**

Greenville County Schools' expectations are defined by the curriculum standards adopted by the S.C. Board of Education in the core discipline areas of English language arts, mathematics, science, and social studies.

The district's promotion and retention policy assures that students reach minimal academic standards at each grade level before they are promoted. To ensure that each child has the opportunity to meet these standards, appropriate intervention measures and transitional programs will be available to those who need them. The decision to retain a student will be made only after intervention efforts are unsuccessful in helping students reach certain achievement levels. The following guidelines will be used:

- Although the principal, after consultation with the teacher, makes the final decision on promoting or retaining a student, he/she must have compelling procedural and/or substantive reasons for not accepting the recommendation of the student's teacher.
- A student with disabilities, as identified by federal and state statutes and regulations, will be subject to promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by the IEP committee, addresses and defines alternative learning goals and promotion standards.
- In kindergarten through grade eight, a student may not be retained more than once in any one grade, and no more than a total of two times unless approved by the Superintendent or his/her designee.
- In the event of a catastrophic illness, injury, or psychological trauma, the school principal may waive promotion criteria for him/her provided that the incident has demonstrated negative effect on the student's academic performance when compared to prior achievement. The principal shall document the circumstances prompting this action.
- A Limited English Proficient (LEP)/migrant student should be promoted or placed along with age-level peers, according to this Rule. Retention must be documented with evidence that indicates the determining factors are other than English language proficiency.

### **Specific Promotion Criteria**

Kindergarten 5K students are expected to learn the skills outlined in the language arts, mathematics, personal and social development, science, and social studies state standards. Since 5K attendance is not required (a non-attendance waiver is allowed), a local school may not require a student to repeat 5K. A 5K student may only be retained as a result of a teacher/parent consultation with the parent in agreement. Retention in 5K should be considered on a case-by-case basis and should only be recommended in rare cases.

### **Grades One-Five**

#### **Promotion Criteria for Grades One and Two**

Students in grades one and two are expected to learn, at a minimum, the language arts, mathematics, the science, and social studies curriculum standards, and meet the attendance requirements. Retention in the same grade is based upon teacher recommendation and is subject to approval to the principal.

#### **First Grade**

To be promoted to second grade:

**Criterion 1:** Achieve at least one year's growth in reading as documented through formal and informal assessments or achieve reading proficiency at a minimum text level of 12 (primer level),

**Criterion 2:** Achieve at least one year's growth in math as documented through formal and informal assessments.



## **Second Grade**

To be promoted to third grade:

**Criterion 1:** Achieve at least one year's growth in reading as documented through formal and informal assessments or achieve

reading proficiency at a minimum text level of 20 (beginning of second semester second grade),

**Criterion 2:** Achieve at least one year's growth in math as documented through formal and informal assessments.

Students retained in grades one and two will be required to have an APS in place, developed by the school and parents, to provide assistance strategies to accelerate student learning.

## **Promotion Criteria for Grades Three through Five**

Students in grades three through five are expected to learn, at a minimum, language arts, mathematics, science, and social

studies curriculum standards, and meet attendance requirements. Retention in the same grade is based upon teacher recommendation and is subject to approval by the principal.

## **Third Grade**

To be promoted to fourth grade:

**Criterion 1:** Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies, **Criterion 2:** Achieve reading proficiency at a minimum text level of 22/33 (beginning of second semester grade 3),

**Criterion 3:** Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

## **Fourth Grade**

To be promoted to fifth grade:

**Criterion 1:** Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies, **Criterion 2:** Achieve reading proficiency at a minimum text level of 24/25 (beginning of second semester grade 4),

**Criterion 3:** Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

## **Fifth Grade**

To be promoted to sixth grade:

**Criterion 1:** Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies, **Criterion 2:** Achieve reading proficiency at a minimum text level of 27/28 (beginning of second semester grade 5),

**Criterion 3:** Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

## **Related Arts Program**

Art, music, and physical education programs are compulsory and students must attend these classes. Art, music, and physical education teachers will work with each class for a 45-minute period each week. (Kindergarten 30 minute period each week). Classroom

teachers will also provide activities in each of these areas outside of the related arts period. Performance is reflected on your child's report card with a grade of Q, M, P, and L.

### **REPORT CARDS/PROGRESS REPORTS/PARENT PORTAL**

A report card is sent home every nine weeks. This report will grade children in reading, languages, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education. If a report is not received at the end of each nine-week period, please notify the child's teacher or school office. Interim progress reports will be sent the first grading period for all students. During the remaining periods, students showing a drop of two letter grades in any subject will receive an interim progress report. Parents can access student grades via the Parent Portal on the internet. Please see the office clerk for log in information.

### **SPECIAL EDUCATION**

Special education resource classes are for students who qualify according to South Carolina and federal criteria. Due process procedures are followed in the placement; written permission for a psychological evaluation and placement must be obtained from the parents. A child does not qualify just because he/she doesn't make good grades. Parents and teachers must work together to refer a struggling student to the school Assistance Team.

Psychological evaluation, speech, hearing and vision testing is provided through the school district. If you feel that your child could benefit from these services, contact his/her teacher or the principal. It is important to understand that the school is required to follow a specific process in referring students for special services. This is a lengthy process that may extend throughout the school year.

### **SPEECH PROGRAM**

The Speech Language Pathologist serves students with deficits in the following areas: articulation (speech sound production), language (word meaning, listening skills, grammar, social communications, etc.), voice (hoarse, breathy, nasal) and fluency (stuttering). Speech screenings are completed for all students referred by teachers and parents. Students that have difficulty with the screening will be considered for further evaluation.

### **STANDARDIZED TESTING PROGRAM**

Summit Drive Elementary follows the district and state testing programs. Standardized achievement and aptitude tests are administered and test results are available to the parents. Standardized test data are used to identify those areas in which students show academic strength or weakness and to help the school improve the instructional program. Parents will receive a copy of their child's test results. Our counselors are always available to answer any questions or provide explanation about your child's test scores.

### **SYLLABUS**

Grade level long range plans can also be accessed on the school's web page. At the beginning of each school year, parents may also request a hard copy. This long range

academic plan will help parents track the delivery of the S.C. curriculum standards from August to June.

## **TEXTBOOKS**

Students will have textbooks assigned to them by their teacher. Pupils are responsible for keeping their books in good condition. Pupils losing or damaging a book (textbook or library) shall be required to pay for such books. Should a lost text book that has been paid for be found, the money will be refunded. Textbooks serve as the major resource for concepts and skills taught by the classroom teacher. Students are permitted to take their texts home, but must be responsible for their care and return to school.

## **TRANSPORTATION (CARS/WALKERS/BIKE RIDERS)**

Patrols are on duty at crosswalks by 7:15AM. When walking to school, children should cross at crosswalks under the direction of the adult crossing guard. The bike rack is located outside the library courtyard door. Bicycles should be locked at all times. The school cannot be responsible for the theft or damage to any bike. At dismissal, bus riders are dismissed first and then all other students by hallway. Car riders will be assigned a number that must be kept in the front window of the vehicle that will picking up the child. If a car number is not displayed, parent or designee must pull into the parking lot and show identification to the attendance clerk in the office. It will be checked to verify whether the student can be released with the designee on the emergency form. If a student is to go home in a different manner, WRITTEN permission should be sent to the school or you should call no later than 1:45PM.

**Parents may not enter the front of the school to pick up their children as they are dismissed from 2:15 to 2:30 pm.** This is for the safety of your child/children. If you have a scheduled appointment, you must sign in and wait in the main office until dismissal is over to go to your child's classroom.

### **Safety Procedures for car drivers:**

If an effort to keep our students safe and due to past issues, please refer to the safety procedures listed below. Thank you.

- SLOW DOWN when driving through the car line. The recommended safe speed in any parking lot is 5 mph or less. Remember that a child can run in front of your car unexpectedly, giving you little reaction time.
- Dropping your child off in the parking lot and having them cross the crosswalk on their own is not permitted! Children must be accompanied by an adult.
- We are a NO CELL PHONE ZONE school.
- Breathe Better (B-squared) is anti-idling program to promote a healthier environment. There are signs that prompt drivers to remember to turn off engines while waiting on their children at dismissal. Thanks in advance for helping us promote a healthier environment.

### **Students who walk across the street or ride a bicycle:**

It is strongly encouraged for all parents to pick their children up through the car line. For parents who have done this for several years and those that may consider this form of dismissal, please note key points listed below:

- Crossing guards are not employed by the city to watch students. They are responsible to cross them safely at the crosswalk at 7:15 am and again at 2:15 pm. If you are walking your

child to and from school, please listen for her instructions. Remember to walk between the white lines.

- Parents of walking children **MUST** arrive at the crosswalk **NO LATER THAN 2:15 pm** for pick-up or your child will be returned to the school.
- The church is private property and the property needs to be respected.
- All students who are kindergarten and first grade walkers will be assigned a numbered card each day. A designated staff member will meet a parent or designee at the fence line at the top of the school hill before crossing the street with the crossing guard and match the students tag number with the card you that you are issued. The designee may be a 4th or 5th grader. Any kindergarten or first grade walker who does not have a designee present, will be taken back to the school building. The parent or designee will be required to come to the school office to pick up the child at this point.

## **TRANSPORTATION CHANGE**

Please call the school office at 355-8800 **before** 1:45 should you need to make a change in student transportation. **Be sure to call daycares to notify them of any changes.**

Remember to send your child's teacher a written note about such changes. **All notes must state student's first and last name and teacher's name.** Please submit all **permanent** transportation changes or changes in address to the front office in a prompt manner.

## **Articles Prohibited at School**

Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, pornographic material, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Prescription drugs and inhalants are not allowed without a physician's permission in writing and on file in the Health room. Any abuse of this policy will be dealt with according to school district policy. Fighting, drugs, and weapons at school may result in suspension. Students are in school to study and learn; therefore, no toys are allowed at school unless the teacher specifies a purpose. In addition and in order to protect school equipment and property, chewing gum is not permitted during the school day.

## **ATTENDANCE (Summarized by Greenville County Rule JBD)**

- A principal has the authority to approve or disapprove all student absences
- Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.
- A student is considered in attendance when present for at least three (3) hours of a school day.
- A written excuse for a student's absence must be turned in within two (2) days of the student's return to school. An excuse should include the reason for and the date of the

absence. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as either unverified or unexcused.

- A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11<sup>th</sup> parent note, such excuses will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence.
- In order to receive high school credit after accumulating a combination of 10 parent notes and/or unlawful absences, "seat time recovery" will be required for any subsequent unlawful absence or parent note that was not approved by the principal. (*Note:* the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course.) A student must attend the majority of a class session during a school day to receive credit for that class.
- A student must be in attendance for the majority of a class period for Carnegie credit purposes.

**Truancy** - A child, ages 6 to 17 years, is considered truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term "unlawful absence" shall refer to any absence without a written excuse, or any parent note after ten (10) that was not excused by the principal.

When a student accumulates 5 unexcused absences, the school will make reasonable efforts to meet with the parent(s) or guardian(s) to identify the reason(s) for the student's unlawful absences. These efforts will include telephone calls, home visits, letters and e-mails. During the meeting, a written "intervention plan" must be developed with the parent(s) or guardian(s) to improve the student's attendance. A student, age 12 - 16, should also participate in the meeting. The intervention plan must include:

- Reasons for the unlawful absences;
- Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
- Actions to be taken by intervention team members;
- Actions to be taken in the event unlawful absences continue;
- Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
- Signature(s) of school officials participating in the meeting.
- Documentation that the parent(s) or guardian(s) were apprised of the South Carolina Compulsory Attendance Law.

If possible, the intervention plan should be completed in the IMS system. If completed outside of the system, the individual completing the plan must document in IMS that a plan was completed on paper and a copy is on file.

If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The Attendance Supervisor Referral Form, a summary of the student's attendance and the intervention plan will be sent to the attendance supervisor from the school. The attendance supervisor shall intervene in an attempt to improve the student's attendance.

Absences, the student is considered to be a "chronic" truant and should be referred to the attendance supervisor again. The Attendance Supervisor will make a decision regarding a possible referral back to Family Court based on the circumstances.

**Transfer of Plans** - If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

### **TARDIES**

School begins promptly at 8:00 am. Students must be **in their classroom by this time.** Students and their parent who come late must stop by the office to be recorded present and to receive a pass to class. The first fifteen minutes of each day are very important. This is the time that the teachers explain much of the work for the morning. This makes it imperative that you make every effort to have your child at school on time. Parents are strongly encouraged to begin arrival on campus at 7:30 to allow for traffic backup. All tardies along with absences are recorded in the student's permanent record. Once you have accumulated SIX tardies you will be called in for an attendance intervention conference with a school administrator and the attendance clerk.

### **BULLYING, HARASSMENT, AND INTIMIDATION**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

## **BUS TRANSPORTATION**

According to state law, bus transportation to and from school is provided for all children who live more than 1.5 miles from school. The school district transportation department is in charge of routes and schedules. The driver of the school bus is in full charge of the pupils and the bus. It is a privilege to ride the bus. **Safety demands complete cooperation.**

**Due to the large number of students riding the bus daily, we will not allow students to ride home with other students.** If it is necessary to change your child's plans for transportation, a written note to the office is required. Students' behavior and observance of rules and regulations will determine whether they continue to have this privilege.

- If misbehavior occurs, a school bus disciplinary report is filled out by the bus driver and submitted to the assistant principal for appropriate action.
- A copy of the disciplinary report is sent to the parent and filed with the bus supervisor in the transportation department.
- After due warning has been given to the student and parents, the principal may suspend the student from bus transportation.

**Each bus rider is expected to:**

**Follow the driver's directions the first time given, Sit in the assigned seat Keep hands, arms, legs, and objects to him/herself Refrain from cursing, name calling, gestures, or loud talking, Refrain from pushing, shoving, or annoying other students, Refrain from eating, drinking, chewing gum, or littering, and Abide by the school district's discipline code**

**If a student violates these bus rules, certain consequences will follow:**

- 1st Step - Contact the parents
- 2nd Step - Suspend the student for 1-5 days
- 3rd Step - Suspend the student for 5-10 days
- 4th Step - Suspend the student for 10-15 days
- th Step - Suspend the student from riding the bus

**If students violate these rules, consequences will follow. If a student damages a school bus, the student responsible for the damage will be suspended from riding the bus until restitution has been made. Prices for damage are subject to change.**

**Fighting, drugs, weapons or any action, which endangers the safety of the driver or other students on the school bus could result in a lengthier bus suspension or permanent suspension from the bus.**

### **Bus Tags for K5 & 1st grade students**

**Bus tags are mandatory for kindergarten and first grade students who ride the bus.**

For each newly enrolled 4K, 5K, and 1st grade student requesting bus transportation after the start of school, a tag with the appropriate information will be made. The new student will receive a numbered ID tag before being placed on the bus in the afternoon at the conclusion of the first day at school. Students will wear their tag all year.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K for 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the stop in their place. The designee may be another adult or student (5th grade or higher). A Bus Stop Tag Application is to be furnished by the school, completed and returned by the



parent/guardian to the school before the student rides the bus. The person may serve as a designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop. If a 4K, 5K, or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, AND the parent/guardian/designee, with the numbered card, is not present at the bus stop, the student may be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information that has been provided by the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS). After two (2) incidents of the parent/guardian/designee, with the numbered card, not being present at the bus stop for PM drop off, all transportation services will be discontinued until a parent conference is held with school administration. Should additional incidents occur after this meeting, it may result in additional loss of bus privileges, up to and including, the remainder of the school year.

### **CAFETERIA - BREAKFAST AND LUNCH PROGRAM**

Nourishing, well-balanced meals are served each day for students and staff. Foods for those with special dietary needs will be prepared if the request is made in writing at least one week in advance. The cafeteria uses a computerized payment system. Students may pay for meals by the week or month or by the day at the cash register. A running total is maintained on the computer. Students access their account by entering their assigned number. Any student who owes money to the cafeteria will be provided an alternative meal. **Parents are requested to put lunch money in an envelope with the child's name, amount, and name of teacher on the front. This will aid the lunchroom staff in crediting the proper account. Parents may also pay for meals online by visiting the Greenville County Schools website:**

**<http://gcsfans.com/index.php?sid=0511081654589176&page=prepaidacct>**

Parents are invited to have lunch with their children at any time.

so he or she will be included in the lunch count.

- Parents are encouraged to be aware of the exact time their child eats lunch.
- Upon arriving, please **SIGN IN at the office and get a VISITOR'S BADGE.**
- If parents arrive early, please wait in the lobby area rather than going to your child's room.
- Parents are asked to say good-bye to the child in the cafeteria and the child is to leave with their class at the end of his/her lunchtime.

The **Free and Reduced Lunch Program** is available under the National School Lunch Program. An application form will be given to enrolling students. Parents will be notified in writing of eligibility. Parents will need to pay for a child's meal until their application has been returned to the school and approved.

Weekly breakfast/lunch menus are available by visiting the Greenville County Schools website. If you do not have access to a computer, please let your student's teacher know so that a hard copy can be sent home every Friday. Food and Nutrition Services expects payment either in advance or at the point of service. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing

an application available from your local school Cafeteria Manager. Students who owe money to the school cafeteria will not be offered a regular school meal but will be provided an alternative meal (i.e., cold cheese sandwich and milk).

Meal Prices		<b>Breakfast</b>	<b>Lunch</b>
	<b>Paid Student</b>	<b>FREE</b>	\$2.50
	<b>Reduced Student</b>	<b>FREE</b>	\$0.40
	<b>Free Student</b>	<b>FREE</b>	<b>FREE</b>
	<b>Adults</b>	\$2.10	\$3.80

### **Cell Phone and Personal Electronic Devices**

Cell phones and other personal electronic devices are not needed during the school day. Students have ample access on campus to technology tools and devices for research and reference. Should a student need to contact a parent or family member during the school day, teachers or office staff can assist them. Cell phones or personal electronic devices found in the possession of students will be confiscated and returned to the parent.

### **COMPUTER USAGE**

#### **Greenville County Schools**

#### **Data Security and Use of Technology**

#### **Rule EFE**

#### **Introduction**

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule. The purpose of this rule is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

#### **A. Legal Requirements**

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPPA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will

provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

(16)

#### B. Acceptable Use

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

#### Student Acceptable Use

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

#### A. Compliance with Copyright Laws

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

#### B. Filtering and Monitoring Computer Resources

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

#### C. Prohibited Uses of GCS Resources

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.

5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

#### D. Agreement of Use

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

#### E. Consequences

Students who violate this administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law.

Suspected criminal activity must be immediately reported to law enforcement.

#### GCS Internet Safety and Other Terms of Use

##### A. General Access

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.

2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

##### B. Education, Supervision, and Monitoring

It shall be the responsibility of all District school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

##### C. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of their students, employees, and other individuals.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.

2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
4. Employees will report any concerns related to their use of technology to their immediate supervisor.

#### D. Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with New Jersey v. T.L.O. and applicable law.

## **DISCIPLINE**

Summit Drive Elementary is an orderly, disciplined school where students are responsible and accountable for their behavior. Students are expected to follow the classroom and school discipline plans. Most discipline problems can be handled between the teacher and the student. If the offense is serious or if the behavior persists, the student's parents will be informed. There are times when the student's parents are required to come to the school for a conference. Discipline policies included in this publication are based on information at the time of printing. District discipline policies and behavior codes are outlined in *Connected*, the Greenville County Schools' parent newsletter, which will be mailed in early August of each year. Some of the behaviors noted in the district code may be atypical for elementary aged students. In matters related to student behavior and the application of disciplinary action, the age and development of the child is considered.

## **DRESS CODE**

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community.

Below are the requirements for school dress code for students:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process.

Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.

- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes (shoes or sandals with straps) must be worn at all times. Flip flops (shower-type shoes) or rainbow thong-type shoes are not permitted.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, tank tops, spaghetti strap tops, halter-tops, or see through/mesh garments worn without shirts. Students shall not expose undergarments.
- Skirts and shorts must be properly fitted and in good taste. (Skirts and shorts must fall below the fingertips when arms are hanging at the sides.)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- Hair of non-human color is not permitted.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

## **EARLY DISMISSALS**

**Regular early dismissals for weekly piano lessons, outside tutoring, therapy, etc. are not permitted. State regulations require that students regularly attend school for a full day.** In order to avoid interruptions in the educational program, we ask your cooperation in not picking up your child or children during school hours. Whenever possible, medical and dental appointments should be made **after** school hours. If a parent must pick up a child from school early, that parent must send a note to the teacher in the morning stating the reason and time for the early dismissal. **All notes must state the student's first and last name, teacher's name, and if the student will be returning the same day.** Please report to the office **before 2:00 PM** to sign out your child. The child will be called to the office to meet you. Identification will be required of any adult attempting to pick up a child that has not filed an early dismissal note or has not picked up the student previously. Only individuals listed on the student information card will be allowed to pick up that child.

## **HEALTH AND SAFETY**

The health room is staffed with a registered nurse. The teacher will send any child who is not feeling well or has been hurt to the health room; however, teachers will be careful to monitor the severity of the child's complaint. Headache, stomachache, or general malaise may not necessarily merit a referral to the health room. Students will be sent back to class if they do not have a fever. Parents are always contacted if the child has a fever of 100 degrees or more. Every effort should be made to keep sick children at home. Students should be fever-free for 24 hours without medication before returning to school after an illness. Temperatures over 100, vomiting, diarrhea, chicken pox, strep throat, pink eye or bronchitis may be contagious. The nurse will administer prescription and over-the-counter medication brought in by the parent if an appropriate written permission is on file in the health room including directions for dosage and time. **The nurse does not have any stock medications.** Some medications require both a doctor's written authorization and a parent's permission (inhalers, emergency medications or long-term medicines to be administered daily for longer than 10 days by the nurse.) **School district policy states that students are not to bring ANY medications to school.**

### HEALTH PROBLEMS

**Please make your child's teacher and the school nurse aware of any SPECIAL HEALTH PROBLEMS.** A statement of the nature of the special health problems is required in writing. A doctor's statement is required to outline procedures that need to be taken in the event your child requires any special attention.

### IMMUNIZATION

All children must have a South Carolina Certificate of Immunization from the doctor or the health department before entering school. Parents are advised to review their children's immunization records to verify their compliance with the new state regulations. Students may not enter school without having their immunizations current. If you have any questions, please call the school nurse at 355-8807.

### MEDICATIONS

1. All medications must be administered by the school nurse or school staff as authorized by the principal (field trips). Students are not allowed to give themselves medication at school. Cough drops are considered medications and as such are required to be kept in health room and have a parental permission form.
2. Medications must be in original containers with student's name on it.
3. Written permission to give medicine must be completed and signed by the parent indicating name of student, name of medicine, dosage, and time to be given. If the medicine is to be given longer than 2 weeks, the doctor who has prescribed or recommended the medication must also complete a physician's authorization form.
4. Students found with medication in his/her possession or belongings at school are subject to disciplinary measures. A responsible adult must bring the medications into the school building and check them into the health room. At the end of the year, parents are responsible for picking up any remaining medications. Those not picked up will be discarded.

### STUDENT EMERGENCY FORM

A Student Emergency Information Form must be completed for each child. The information on this card helps the school contact parents in the event an emergency. It is most important that you make your child's teacher and the school aware of any SPECIAL HEALTH PROBLEMS. Please inform the school office in writing if there are any changes in your address, phone number at work or home, and/or persons to contact in the event of an emergency. Confidentiality will be maintained. If you have any questions, please contact the school nurse.

## **LEGAL CUSTODY / GUARDIANSHIP**

### Permission to pick up a student

If you have legal custody of your child and you do not want anyone else picking up your child, you must note this on the dismissal card. A copy of the proof of custody from the court must be brought to the office and filed in the student's record. Please inform your children of the persons authorized to pick them up, and instruct them not to go with anyone else. Without proof of custody in the child's permanent record and notation on the dismissal card, the school has no recourse but to dismiss the child to either parent.

### Family Court Proceedings and Custody Proceedings

The official school statement about any student is found in the permanent record. Parents who are involved in custody or family court proceedings. Parents may request a copy of the permanent record by contacting the school office. Greenville County Schools' employees do not provide written statements or opinions about students or parents outside of the permanent record.

## **MAKE-UP WORK PROCEDURES**

Missed homework is given for 2 or more days. **If your child is ill and unable to attend school, you may arrange to pick-up his/her daily assignments by calling the school office (355-8800) no later than 8:30 AM.** This will enable the teacher to make arrangements throughout the day to gather the assignments. **You may pick up these assignments in the front office after 2:30 PM.**

1. Provisions for make-up of school work missed during **excused absences** shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school. Tests must be made up by the 5th school day after the absence occurs.
2. Make up of schoolwork missed during **unexcused absences** may be approved only with permission of the principal after consultation with the teacher(s) concerned.

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of Summit Drive Elementary School; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, academic clubs/teams, and attendance at any school function outside of the normal school day.



## **PARTIES AND BIRTHDAY TREATS**

Classroom parties are an exciting time for all children. To ensure that we are following district policy below are some simple guidelines:

Teachers may have three parties in their classrooms during the year: December Holiday Party, Valentine's Day Party and an End of the Year party to be held during the last week of school. Healthy snacks are encouraged but not required.

- On other holidays (Halloween, Thanksgiving, Spring Break) or birthdays, parents and/or teachers may serve other snacks at lunchtime in the cafeteria. The other holiday treats are limited to lunch treats and must be pre-arranged with the teacher and served at lunch. Please note, on these holidays you may prefer to give a treat bag to be sent home at the end of the day rather than a food treat in the cafeteria.

- **Birthday treats (no candles) may be provided at lunchtime in the cafeteria (kindergarten students' treats need to be sent with your child in order to have their birthday treats in the room during afternoon snack).** Please send treats **pre-cut** so children can pass them out to the rest of the class, allowing teachers to eat their lunches.

- **No balloons/flowers will be delivered to classrooms.** Recipients will be called to the office at the end of the day. Please remember that these items may not be carried on the bus.

- Birthday party invitations may be distributed at school if they are given to every boy in the class or every girl in the class or the entire class. **Per GCS policy, school employees are prohibited from assisting students with the distribution of birthday party invitations.**

## **PHOTOGRAPHING AND VIDEOTAPING**

Many students at this school have opportunity of being videotaped and/or photographed at school. Some of these tapings may air on television or appear in newspapers. In addition, some videotaping and photographs are utilized at local, state, or national conferences or workshops. An Internet/Photo/Video release form will be sent home with each child. If you **do not wish** for your child to be videotaped or photographed, please sign and return this form to your student's teacher. Every student must have an Internet/Photo/Video form on file to be photographed or videotaped.

## **PROFANITY FREE ZONE**

Schools and other school system locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Student Behavior Code of Greenville County Schools.

## **PRIVACY**

Please do not ask teachers for their class rolls, addresses or phone numbers. We are not permitted to release these.

## **RELIGIOUS BELIEFS**

Greenville County Schools support the right of individual students to express their religious beliefs as long as the expression does not interfere with the right of others or the operation of the school.

## **RETURN CHECK POLICY**

Our school and/or cafeteria are charged a fee when we receive a check that cannot be processed due to insufficient funds. The school secretary will notify anyone whose check is returned for this reason and request that the matter be resolved as soon as possible. **A service charge will be added to the original amount of the returned check. We do reserve the right to accept cash only in the event that this becomes a frequent problem.**

## **SAFETY**

In accordance with district guidelines, Summit Drive Elementary has developed a comprehensive approach to school safety. Measures are taken to prevent unsafe situations and to respond to emergencies in order to provide the safest school environment for all students, faculty and visitors. The guidance department presents classroom programs, which address conflict resolution, student leadership, and interpersonal skills. Summit Drive administrators schedule fire, earthquake, tornado, and other drills on a regular basis to train students in emergency preparedness. The school's Safety Plan also offers a detailed outline for building and grounds safety, faculty training, and provides specific steps to address emergency scenarios.

## **SMOKING POLICY**

The School Board has established a No Smoking Policy in all schools in the district. This policy prohibits the use of any tobacco products in the school or on the school grounds. Students are not permitted to use or possess any tobacco products while in school buildings, on school grounds, on school buses, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. Disciplinary actions will be handled in accordance with the Behavior Code.

## **STUDENT RECEIPTS**

All receipting of school funds is done electronically. When a student pays for any activity - field trips, insurance, pictures, and yearbooks - the student will receive a printed receipt. It is important that you keep all receipts to verify payment. If you have questions about a receipt or if you have already paid for an activity, call the school secretary at 355-8806.

## **STUDENT SPEAKERS AT SCHOOL SPONSORED ACTIVITIES**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression,

by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:

<https://ed.gov/policy/gen/guid/religionandschools/index.html>

## **STUDENT WITHDRAWAL FROM SCHOOL**

If a child's family changes residence, outside the Summit Drive attendance area, it will be necessary to submit in writing two (2) days prior to the last attendance day, informing the school of this change in status. All textbooks and library books are to be returned to the school. All borrowed lunch money and other fees must be paid before the transfer form can be issued. School records will be sent to the next school upon request from the school.

## **VISITING CAMPUS**

All visitors in the building, including parents and school volunteers, must sign in at the office at the Simple Track computer workstation. Visitors must wear either a "visitor pass" or "volunteer pass" while on campus. This regulation is for your child's protection. This will keep interruptions to a minimum and allow visitors in the building to be reached if necessary. Please only go to the areas in the building that you have indicated on the sign-in form. Parents are welcome at school any time. Arrangements must be made in advance with the principal and/or the teacher before visiting or observing in a classroom. Parents may not visit on our playground during recess time. This is a time that requires a teacher's undivided attention to his/her class. If there is a specific need to observe a child's social activity, it must be arranged with the teacher and principal.

## **VOLUNTEERS**

The South Carolina General Assembly passed legislation requiring that "all volunteers who work in a school on an interim or regular basis as mentors, coaches, or any other capacity, or volunteers who serve as student chaperone or any other capacity having direct interaction with students" undergo a National Sex Offender Registry check. This is in addition to the South Carolina Sex Offender Registry checks already performed on all volunteers. **ALL VOLUNTEERS MUST RECEIVE DISTRICT APPROVAL PRIOR TO VOLUNTEERING AT ANY SCHOOL/CENTER OR CHAPERONING ANY SCHOOL**

FIELD TRIP. PLEASE ALLOW UP TO 2-WEEKS FOR THE APPROVAL PROCESS. For more information, please visit

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=volunteers>

## **PARENT TEACHER ASSOCIATION**

Summit Drive has established a Parent Teacher Association to provide vital financial and personal support to the total school program. All persons who are interested in the welfare of Summit Drive Elementary and its students are invited to join the PTA and become actively involved in supporting our PTA activities. Parents, other family members and friends are urged to join. PTA meetings are held four times a year. Programs are presented on topics of interest and concern to parents.

## **School Improvement Council**

The council is composed of parents, business partners, teachers, and school administrators. Four meetings are held each year. All parents are welcome to volunteer to serve on the council.

### **The purpose of the SIC will be to:**

- Assist in the preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan
- Develop an annual school report to the parents
- Provide advice on the use of school incentive grant awards
- Serve as liaison between the school, school organizations, the community and the local school board.
- Provide other assistance that the principal may request

## **EARLY SCHOOL/ EMERGENCY CLOSING PROCEDURES**

The closing of school due to extremely bad weather or other severe emergencies will be announced on all local radio and television stations. **Parents may also receive an automated phone message from Greenville County Schools.**

Please discuss with your child in advance the procedures you will follow in getting your child home early. If the child's teacher doesn't have a note from the parent, the child will follow the same procedure he or she does on a daily basis. Parents with students in day care must notify their child's day care to pick up early or be prepared themselves to pick up their child.

### **Radio Stations**

WANS-FM 107.3 WESC-FM 92.5 WSSL-FM 100.5

WFBC-FM 93.7 WESC-AM 660 WHYZ-AM 1070

### **TV Stations**

WSPA TV7

WYFF TV4